

State of California
Department of Corrections & Rehabilitation
Office of Peace Officer Selection

Sample Written Examination



Correctional Officer,
Youth Correctional Officer &
Youth Correctional Counselor

SAMPLE SELECTION EXAM

This is a sample of the written selection exam for the Correctional Officer, Youth Correctional Officer, and Youth Correctional Counselor (CO/YCO/YCC) classifications. The purpose of this document is to familiarize you with the format and the types of questions on the exam.

Passing this sample exam does not entitle you to participate in the CO/YCO/YCC selection process. It is only intended to provide you with an idea of what to expect, should you decide to take the actual selection exam.

The actual selection exam is a timed multiple-choice test divided into three sections: Reading Comprehension, Writing, and Basic Math. Three hours are allowed to complete the exam.

For additional information regarding the CO/YCO/YCC selection process, you may contact the Selection Center nearest you at the following locations:

<u>Northern Selection Center</u>	<u>Central Selection Center</u>	<u>Southern Selection Center</u>
2201 Broadway Sacramento, Ca 95818 (916) 227-2110	2150 S. East Ave., Suite 360 Fresno, Ca 93706 (559) 445-6141	9055 Haven Ave., Suite 100 Rancho Cucamonga, Ca 91730 (909) 944-6697

or visit our website at **www.cdcr.ca.gov** or call **1-866-232-JOBS**

The following pages provide sample items representing the three sections of the exam. Five sample questions are provided for each section.

Your answers to these questions can be checked using the answer key at the end.

Section 1: Reading Comprehension

The reading comprehension section is designed to test your ability to understand what you read. Read each paragraph carefully and choose the statement that best answers the related question.

Sample Questions:

Inmates are responsible for mailing their own forms and legal documents to a court of law. A list of addresses for the different courts is provided to inmates. Inmates are also required to pay the postage for any documents they send. On occasion, a document requires a notary's signature before being submitted to the court. Because notarization is not provided for free, inmates must pay the fees for this service.

1. Based ONLY on the paragraph above, which one of the following statements is the most accurate?
 - A. Inmates must pay for any postage needed for mailing court documents.
 - B. An inmate can ask for assistance with their mailing to the court of law.
 - C. A notary's signature must accompany each legal document the inmate mails to a court of law.
 - D. Inmates are reminded to pay for notary services by the court of law.
-

Inmates frequently move within a prison from one location to another. Any time an inmate needs to move from one place to another, a pass is required. The pass must be signed by an officer. If an inmate is suspected of forging an officer's signature, then the pass should be verified immediately.

2. Based ONLY on the paragraph above, which one of the following statements is the most accurate?
 - A. An inmate with an officer does not need a pass.
 - B. A pass must be signed by an officer to be valid.
 - C. A suspicious pass needs an officer's signature.
 - D. An inmate is disciplined when found with a forged pass.
-

Inmates should not be confined to cells as a form of punishment for longer than ten days. However, exceptions can be made if the inmate poses a threat to the safety of other inmates and staff. In such cases, longer confinement may be acceptable. The Director must approve each case before longer confinement is imposed.

3. Based ONLY on the paragraph above, which one of the following statements is the most accurate?
 - A. The inmate can be confined to his/her cell if their own safety is threatened.
 - B. If an inmate poses a threat, a longer confinement period may be approved.
 - C. The Director has the ability to extend confinement without probable cause.
 - D. An extended confinement is acceptable if it is less than ten days.

When inmates arrive at a prison, they are given a copy of the prison's Rules and Regulations. However, policies often change. When this occurs, the Rules and Regulations are revised. The new copy is then given to all inmates and employees. Employees are available to answer questions from inmates regarding the revisions. Copies of all the revisions are kept in the law library.

4. Based ONLY on the paragraph above, how are inmates made aware of changes to the Rules and Regulations?
 - A. Inmates are given a copy of the new Rules and Regulations.
 - B. Employees answer inmates' questions about policy changes.
 - C. Employees inform inmates of the changes in the policy.
 - D. Inmates are given copies of only the changes.
-

Many prisons have a voluntary program with the goal of helping inmates learn to make good life decisions. Inmates are held responsible for their behavior and rewarded for their successes. The program has three levels. Inmates start at the lowest level and move up as their actions become more positive. Satisfactory completion of the program results in a shorter prison term.

5. Based ONLY on the paragraph above, how does the program help inmates learn to make good life decisions?
 - A. Inmates' negative behaviors are punished by a longer prison term.
 - B. Inmates' are rewarded for making positive changes in their actions.
 - C. The program moves inmates to lower levels as their behavior improves.
 - D. The program offers a shorter prison term for volunteering for the program.

Section 2: Writing

The writing section is designed to test your ability to identify errors in spelling, punctuation and grammar. There are two different types of questions in the writing section:

- The first question type requires you to identify the best-constructed sentence out of four options. The sentence must contain no grammar, spelling, or punctuation errors.
- The second question type requires you to select the word that best completes the blank in a sentence.

Sample Questions:

For questions 1 through 3, identify the best constructed sentence. The sentence must contain no grammar, spelling or punctuation errors.

1.
 - A. Who do you think will win the election candidate A; or candidate B?
 - B. Who do you think will win the election candidate A or candidate B?
 - C. Who do you think will win the election candidate A, or candidate B?
 - D. Who do you think will win the election, candidate A or candidate B?
2.
 - A. Walter bringed his cat to the vet for a check up yesterday.
 - B. Walter brung his cat to the vet for a check up yesterday.
 - C. Walter brought his cat to the vet for a check up yesterday.
 - D. Walter brang his cat to the vet for a check up yesterday.
3.
 - A. Officers manetane files about each inmate.
 - B. Officers maintane files about each inmate.
 - C. Officers maintain files about each inmate.
 - D. Officers manetain files about each inmate.

In the following paragraph, select the word that best completes the blank in each sentence.

When applying for a job, an applicant must complete several steps. The first step is filling out an application form. The second step is taking a written examination. For some jobs, a medical exam and background check is also required. Upon successful completion of the above steps, the job applicant is scheduled for ____ 4 ____ oral interview.

4.

- A. a
 - B. there
 - C. these
 - D. an
-

In the following paragraph select the word that best completes the blank in each sentence.

Officers reported that a loud noise was ____ 5 ____ coming from the kitchen. The supervisor was notified and two officers were sent to investigate. A fight had began between two inmates. The officers immediately yelled, "Break it up!" The inmates were then instructed to return to their cell.

5.

- A. herd
- B. heared
- C. heard
- D. hered

Section 3: Basic Math

The basic math section is designed to test your ability to complete addition, subtraction, multiplication and percent math problems without the use of a calculator. Questions are presented in numerical and word formats.

Sample Questions:

1. What is the sum of the following numbers?

$$\begin{array}{r} 203.42 \\ 214.25 \\ 194.01 \\ + \underline{224.63} \end{array}$$

- A. 835.31
B. 836.31
C. 845.31
D. 846.31
2. What is the sum of the following numbers?

$$144 + 63 + 608 + 505 + 29 =$$

- A. 1,249
B. 1,339
C. 1,349
D. 1,359
3. Subtract the following amounts:

$$\begin{array}{r} \$188.47 \\ - \underline{\$95.99} \end{array}$$

- A. \$82.48
B. \$82.58
C. \$92.48
D. \$92.58

4. You are the officer in a unit which normally houses 59 inmates. There has been a gas leak, and you are required to move the inmates to the gym. Before the move, 13 inmates were sent to the hospital for medical care, of which 2 were transferred to intensive care and 4 remained in the hospital. The remaining 7 inmates returned to the unit. How many inmates do you take to the gym?
- A. 46
 - B. 52
 - C. 53
 - D. 55
5. You are the officer in a unit with 65 youths. An extra staff member will be required if this unit population increases by 20%. What is the number of youths that would require an extra staff member?
- A. 73
 - B. 75
 - C. 78
 - D. 80

Answer Key for Section 1: Reading Comprehension

Explanations

1. Correct Answer: **A**. **A** is the only statement fully supported by the paragraph because it states that inmates are required to pay for any fees associated with mailing documents including postage. Choice **B** is incorrect because the paragraph does not provide information regarding assistance with mailing. Choice **C** is incorrect because not all documents require a notary's signature. Choice **D** is incorrect because the court does not remind inmates to pay for services.
2. Correct Answer: **B**. **B** is the only statement fully supported by the paragraph. A pass is only valid if it has an officer's signature. Choice **A** is incorrect because a pass is required any time inmates change locations. Choice **C** is incorrect because officer signatures may be forged. Choice **D** is incorrect because inmate discipline was not described in the paragraph.
3. Correct Answer: **B**. **B** is the only statement fully supported by the paragraph because it describes the requirements and required approval for extended confinement. Choice **A** is incorrect because the safety of the inmate was not provided as a cause for extended confinement. Choice **C** is incorrect because probable cause is required for extended confinement. Choice **D** is incorrect because confinement less than ten days is not considered extended.
4. Correct Answer: **A**. **A** accurately describes how inmates are informed of changes to the Rules and Regulations. Choice **B** is incorrect because while employees can answer questions about the changes, inmates are made aware of the new changes by the new copy of Rules and Regulations. Choice **C** and **D** are incorrect because employees do not inform inmates of the changes and inmates receive a complete new copy.
5. Correct Answer: **B**. **B** accurately describes how the program helps inmates learn to make good life decisions. Choice **B** accurately summarizes the statement, "Inmates are held responsible for their behavior and rewarded for their successes." Choice **A** is incorrect because punishment is not discussed in the paragraph. Choice **C** is incorrect because behavior improvement results in moving up the levels of the program. Choice **D** is incorrect because only completing the program results in a shorter prison term.

Answer Key for Section 2: Writing

Explanations

1. Correct answer: **D**, because **D** has correct punctuation. The punctuation in the remaining choices is incorrect.
2. Correct answer: **C**, because **C** has the correct verb tense. The grammar in the remaining choices is incorrect.
3. Correct answer: **C**, because **C** contains correct spelling. The word ‘maintain’ is spelled incorrectly in the remaining choices.
4. Correct answer: **D**, because the word ‘an’ is the correct pronoun to complete the sentence. The remaining choices do not result in a grammatically correct sentence.
5. Correct answer: **C**, because **C** is the correct word choice that results in a grammatically correct sentence. The remaining choices are incorrect since the word is either spelled incorrectly or the word does not accurately complete the sentence.

Answer Key for Section 3: Basic Math

Explanations

1. Correct answer: **B**, because the answer is 836.31 when the numbers are summed correctly. The remaining choices are incorrect because they can only be achieved by adding incorrectly.
2. Correct answer: **C**, because the answer is 1,349 when the numbers are summed. The remaining choices are incorrect because they can only be achieved by adding incorrectly.
3. Correct answer: **C**, because the answer is \$92.48 when the numbers are subtracted correctly. The remaining choices are incorrect because they can only be achieved by subtracting incorrectly.
4. Correct answer: **C**, because of the 59 inmates in the unit only six did not return to the unit (the 2 transferred to intensive care and the 4 remaining in the hospital). Therefore, the correct answer is 53 ($59 - 6$).
5. Correct answer: **C**, because 78 youths in the unit would require an extra staff member. The answer is correctly calculated by adding 13, which is 20% of 65, to the number of youths currently in the unit ($13 + 65$).